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IA Pre-Publication: Avoid Delays during the Review Process

The following tips will help to keep a review on track and avoid delays during the process.



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(U) Designate appropriate reviewers

- The following guidelines must be applied to each PrePub submission when designating reviewers:
 - A requestor cannot also act as Management reviewer; the management must be chosen from the requestor's chain of command.
 - CAO reviewers must be two separate CAOs; the same CAO cannot review or provide guidance twice for the same content.

(U) Submit only the final, UNCLASSIFIED version of the content

- PAO provides approval for the exact content as submitted. Any changes, other than grammatical, would require a second PrePub review, including updated CAO and management reviews, as well as other reviews as they apply.
- PAO does not review content that is classified FOR OFFICIAL USE ONLY (FOUO), or higher. Only submit UNCLASSIFIED content. If the content is meant to be FOUO and is intended for an audience with "Need to Know", a PrePub review is not necessary. In this instance, IA PrePub recommends obtaining the following for your records:
 - **2 CAO reviews** (digitally signed) providing determination and guidance;
 - **Management approval** (digitally signed) stating that the information is appropriate for its intended audience; and
 - **Any other digitally signed approvals** that would be required in a PrePub review.

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(U) Follow Best Practices for graphics and image usage

- Avoid using Registered Trademarked or Copyrighted images or content – e.g., Dilbert, Star Wars, Disney, etc. Such images cannot be used by a government entity.
- If you created the image/graphic, be sure to obtain graphics approval in advance from P25 to ensure the image complies with NSA Brand.

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